

Montana Courier Alliance

Billings Hotel & Convention Center

April 10, 2014

Introductions

Lee Miller, Butte Silver Bow Public Library
Mary Guthmiller, Montana State University
Kenning Arlitsch, Montana State University
Cara Orban, Montana State Library
Sonja Woods, Miles City Public Library
Honore Bray, Missoula Public Library
Kim Crowley, ImagineIF Libraries
Sarah McHugh, Montana State Library
Jodi Oberweiser, Drummond School & Community Library
Dawn Kingstad, Glendive Public Library
Brent Roberts, Montana State University Billings Library
Gale Bacon, Belgrade Community Library
Terri Dood, Bozeman Public Library
Mary Jo Stanislao, Bozeman Public Library
Stef Johnson, Butte Silver Bow Public Library
Kathy Mora, Great Falls Public Library
Jodi Smiley, Boulder Public Library
Darlene Hert, Montana State University Billings Library
Jessica Torgerson-Lundin, Montana State University Billings Library
Carly Delsigne, North Jefferson County Library District
Elizabeth Jonkel, Missoula Public Library
Colet Bartow, Office of Public Instruction

Lee Miller called the meeting to order.

General information

Courier documents are available on the Montana Library Association website at <http://mtlib.org/courier/>.

On February 1, 2014, Critelli's cost for picking up additional crates increased from \$3 to \$5 per crate beyond the standard 5 crate allowance. Effective July 1, 2014, Critelli's cost per library stop for either pickup or drop-off will increase from \$20 to \$25.

Discussion of drafted by-laws and interim advisory board

Members present discussed the by-laws drafted for the courier consortium. Kim Crowley has offered to further revise the by-laws, with assistance from Elizabeth Jonkel, before the consortium membership votes to approve them at a later meeting.

ACTION ITEM: Appoint members to one year advisory board

Nine members were nominated to serve on a one year advisory board, representing different types and sizes of libraries participating in the courier consortium:

- Honore Bray, Missoula Public Library
- Judy Hart, Lewis and Clark Library
- Dawn Kingstad, Glendive Public Library
- Lee Miller, Butte Silver Bow Public Library
- Brent Roberts, Montana State University Billings Library
- Mary Guthmiller, Montana State University Library
- Sonja Woods, Miles City Public Library
- Gale Bacon, Belgrade Community Library
- One seat reserved for UM representative
- Cara Orban, Montana State Library (ex officio)

Dawn Kingstad moved to approve these appointments to the advisory board.

Kathy Mora seconded the motion.

Motion was approved.

LSTA funding available from Montana State Library

Sarah McHugh shared three options with the group for possible use of \$15,000 in federal Library Services and Technology Act (LSTA) funding that has been approved for courier development.

Scenario 1: a centralized contract with a cost share formula that allows MSL to apply LSTA to offset costs to libraries, as in other statewide projects.

MSL would be willing to work with the courier Advisory Board to develop a cost formula, based on a centralized contract cost, which would allow the consortium to internally determine costs to participating libraries based on relevant figures, such as volume or other appropriate metrics. This structure could afford the courier group greater stability, allow smaller libraries to join or continue

participating, and allow the Advisory Board to focus on other administrative priorities and further development, rather than budget concerns.

Off the top of a centralized cost, MSL would apply the proposed LSTA amount in order to reduce costs to participating libraries. In terms of administration, MSL would serve primarily as a fiscal agent, with the courier continuing to invoice libraries directly based on a cost formula approved by the Advisory Board and the membership.

Scenario 2: If a viable interstate courier option could deliver cost savings and additional volume to Montana libraries, then MSL may be able to assist with the cost of a centralized contract, also through a subsidy applied to a shared cost formula.

In both scenario 1 or 2, a centralized contract administered by the state would be required. The process would include going through the normal procurement procedures required by the State Procurement Bureau, which include either a limited solicitation or a Request for Proposal.

Scenario 3: Funding to offset costs to develop new services through hub libraries, the benefits of these offsets spreading out to partner libraries.

While this is a funding option to consider, MSL believes that this would probably be less cost effective in terms of outcomes and benefits to the courier group.

\$5,000 of this LSTA funding must be expended by September 30, 2014. MSL needs a decision from the courier group by July in order to determine whether it will be necessary to reallocate this portion of the funding into another project.

There were no additional comments, and the meeting was adjourned.

Notes submitted by Cara Orban